

**JOB POSTING**

**Position Title:** Human Resources Assistant II **Job Requisition: #** 25956

**Posting Dates:** June 27, 2019 – July 2, 2019 at 12pm *(Internal)*

**Wage:** $19.89/hr

**Status:** Full-Time

**Job Description:**

* Reports to the human resources manager.
* Performs a variety of administrative duties related to personnel administration in Compliance with Management & Training Corporation (MTC) and Federal Bureau of Prisons (FBOP) directives.
* Performs the necessary administrative functions for the human resources office.
* Maintain up to date personnel files.
* Complete new hire paperwork in compliance MTC and FBOP directives.
* Maintain new hire background check logs and reports.
* Coordinate and assist staff with FBOP background check requirements.
* Receive visitors and telephone calls; handle routine matters personally and direct non-routine business to proper staff for consideration.
* Type reports, maintain records and files.
* Provide follow-up correspondence to applicants and agencies regarding employment status.
* Assist the human resources manager in the advertisement of all open/available positions on-site with job bid program, state employment department, local newspaper advertising, and other Affirmative Action sources.
* Ensure all new hire information and other personnel changes are entered into the computer and proper notification forwarded to payroll and ensure adequate and up-to date personnel records are maintained.
* Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed.
* Maintain accountability of staff, offenders, and property; adhere to safety practices.

**Job Requirements:** High School Diploma or equivalent and one (1) year related experience and excellent interpersonal skills required. Prior experience with an HRIS system preferred. Must meet DOJ residency requirements and be from an allied nation. A valid California Driver’s License with an acceptable driving record is required.

*Management & Training Corporation is an Equal Opportunity Employer - Minority/Female/Disability/Veteran.*

**The** **online application must be filled-out completely for consideration.**

**Contact Information:** Kayla Torres, Human Resources - 661-765-3022

**MTC Website:** [www.mtctrains.com](http://www.mtctrains.com)

**Internal Applicants:** If you are interested and are qualified for the position listed above, you must register & apply online at <https://app.jobvite.com/info/register.aspx> by the closing date. Please contact the human resources department at the number listed above if you need assistance.